



## **CITY OF RALEIGH**

### **PUBLIC UTILITIES DEPARTMENT**

One Exchange Plaza  
Suite 620  
Raleigh, NC 27601

July 18, 2016

Professional Services for the Swift Creek Sampling & Monitoring Program

### **REQUEST FOR STATEMENT OF QUALIFICATIONS**



The City of Raleigh Public Utilities Department (CORPUD) requests proposals for professional services to perform required biological analyses as described in the Biological Opinion (BO) for the Dempsey E. Benton Water Treatment Plant (DEBWTP). (issued - February 23, 2006)

#### Scope of Services

The minimum services required will consist of the following in accordance with the DEBWTP Biological Opinion (please see “Public Utilities Publications” on [www.raleighnc.gov](http://www.raleighnc.gov)):

- Benthic sampling in designated tributaries within the Swift Creek watershed.
- Freshwater mussel surveys in designated locations within the Swift Creek watershed.
- Preparation of 2 reports describing water quality conditions in areas immediately downstream of Lake Benton
- Preparation of annual report for the United States Fish & Wildlife Service

A copy of the DEBWTP Biological Opinion is available for review at: [www.raleighnc.gov](http://www.raleighnc.gov) under “Public Utilities – Documents and Reports”

#### Proposal Requirements

The proposal shall not exceed ten pages, printed front and back or twenty pages printed only on the front. All pages in the proposal must be 8 ½” X 11”, and no additional correspondence should be submitted.

Engineering proposals submitted must include all the following information:

- 1) A clear and concise answer to this question – “Why should the City select your firm for this project?”
- 2) Identify the office location where all the team members proposed for this project are based and what percentage each of these member will be doing. Identify the square footage of the local office and number of personnel in that office. Identify the location of the corporate office. Consultants are reminded of the City’s professional consultant selection policy, SP 100-5 Retention of Professional Services, and specifically Section 5.3 that states “request for proposals shall be distributed to all identified professional firms in the field of endeavor with the Raleigh area (Wake, Orange and Durham counties)”.
- 3) Identify the role and the experience of each team member as it relates to this project that will be working on this project, with specific regard to their participation in similar projects. Identify all co-consultants and/or sub-consultants that will be utilized for this project.
- 4) Identify your schedule for proceeding with the design of this project assuming that you will receive “Notice to Proceed”
- 5) The City of Raleigh has a goal of 15% minority or women participation in the design of the project.
- 6) Attach a copy of a certificate of insurance for commercial general liability, auto, workers compensation and professional liability.

- 7) Submit a current schedule of rates identifying position qualifications. (Do not submit a project cost proposal)

#### Pre-Submittal Conference

An optional pre-submittal conference will be held on July 27 at 2:00 PM, at One Exchange Plaza, Suite 620, Raleigh NC 27602.

#### Basis of Award/Selection Process

Firms will be evaluated on the basis of the following factors:

- Firm history and capability to perform described project
- Previous client assessment of work performed
- Relevant project experience
- Qualifications and experience of project team
- Project design and schedule

#### Submission Deadline

Submit three copies of the proposal by 5:00 p.m. on **August 1, 2016** in the CORPUD Office (Suite 620, One Exchange Plaza, Raleigh, North Carolina 27602) in order to be considered for this project.

It is anticipated all proposals will be reviewed and short-listed firms will be contacted within two weeks of the submittal deadline.

Please direct all questions and inquiries regarding this request for proposal to Ed Buchan ([edward.buchan@raleighnc.gov](mailto:edward.buchan@raleighnc.gov) or 919 996 3471)